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Feb. 24, 1954

MEMORANDUM FOR: General Counsel  
Director of Security  
Comptroller  
Auditor-in-Chief  
Chief, Logistics Office  
Chief, Medical Office  
Chief, Regulations Control Staff  
Chief, Project Administrative Planning Staff

SUBJECT : Director's Daily Log

1. I am attaching hereto for your information a copy of a memorandum dated 15 February 1954 from the Executive Assistant to the Director relative to the submission of material for the Director's Daily Log.

2. Each Office is encouraged to submit items for the Director's Log which are within the scope of the subjects listed in paragraph 1 of the attached. Brevity and clarity are essential in the preparation of items to be submitted.

3. Any items deemed appropriate for the Director's Log will be submitted to this Office for information, review, and transmittal to the Office of the Director. In order that items initiated by your Office may reach the Office of the Director by the hour stipulated, each submission must reach this Office no later than 1500 hours on weekdays and 1100 hours on Saturdays.

/s/ L. K. White

L. K. WHITE  
Acting Deputy Director  
(Administration)

Attachment:

Memo to A-DD/A fr MO/DCI,  
dtd 15 Feb 54, same subject

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